

# Application form for approval as an approved authorised treatment facility (AATF) for waste electrical and electronic equipment (WEEE)



The Waste Electrical and Electronic Equipment Regulations 2013

Use this form if you want to apply for approval as an approved authorised treatment facility (AATF) for waste electrical and electronic equipment (WEEE). Approval will allow you to issue evidence notes for the amount of WEEE in tonnes which you treat, recover and recycle.

## If your site is in England you should apply to

WEEE Producer Responsibility  
Environment Agency  
Quadrant 2  
99 Parkway Avenue  
Parkway Business Park  
Sheffield, S9 4WF  
Phone 03708 506 506  
Email [weee@environment-agency.gov.uk](mailto:weee@environment-agency.gov.uk)

## If your site is in Scotland you should apply to

Producer Compliance and Waste Shipment Unit  
Scottish Environment Protection Agency (SEPA)  
Angus Smith Building  
6 Parklands Avenue  
Eurocentral  
Holytown  
North Lanarkshire, ML1 4WQ  
Phone 03000 99 66 99  
Email [producer.responsibility@sepa.org.uk](mailto:producer.responsibility@sepa.org.uk)

## If your site is in Northern Ireland you should apply to

Producer Responsibility Unit  
Northern Ireland Environment Agency  
Klondyke Building  
Cromac Avenue  
Gasworks Business Park  
Lower Ormeau Road  
Belfast, BT7 2JA  
Phone 028 9056 9338  
Email [weee@daera-ni.gov.uk](mailto:weee@daera-ni.gov.uk)

## If your site is in Wales you should apply to

Producer Responsibility Unit  
Natural Resources Wales  
Welsh Government Offices  
Cathays Park  
King Edward VII Avenue  
Cardiff  
CF10 3NQ  
Phone 0300 065 3000  
Email [weee@naturalresourceswales.gov.uk](mailto:weee@naturalresourceswales.gov.uk)

If you are applying as an operator of more than one UK ATF site, send each application to the agency where the site is located.

## Assessing your application

Your application will be subject to a number of checks and may include a site visit. The regulations allow 12 weeks to assess and make a decision on your application. For approval from 1 January we need to receive your application, including the fee, by 30 September in the year prior to which you wish to be approved.

If you apply during a compliance period your approval will run from the date we determine your application. The approval will last until 31 December in each compliance year. You will need to re-apply for approval each year.

## Continuation sheets

If you need more space for any of your answers, please use a continuation sheet. Make sure that you label each sheet clearly with:

- the section number it applies to
- the number of the sheet, for example, 3 of 5

## Approval

If you have an appropriate permit, waste management licence, and/or exemption and if you meet all the application criteria, you will be notified of our decision no later than 12 weeks after we receive your complete application including the fee. If our decision is to refuse approval we will tell you the reason why and give you details about your right of appeal.

## Applying for multiple sites

A separate application and fee should be submitted for each approval required.

## Keeping a copy of this form and supporting documents

You should keep a copy of your completed form and any supporting information that you submit. We may ask to see them when we monitor your compliance. You should keep these records for at least four years.

**Fees**

There is a fee for applying for approval as an approved authorised treatment facility. It is based on the amount of evidence of WEEE treatment, recovery and recycling you intend to issue during the calendar year.

For England please refer to [Waste electrical and electronic equipment \(WEEE\): reuse and treatment - GOV.UK](#)

For AATFs in Scotland, Northern Ireland and Wales refer to your environmental regulator for details.

We cannot refund your fee, even if your application is refused.

Are you applying to be a small AATF?

Are you applying to be a large AATF?

**Proof of payment**

Please confirm your method of payment:

Cheque

BACS

Credit/debit card

If you have paid by BACS or credit/debit card you will need to provide a remittance/receipt with your application as proof of payment.

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**Part A****1 The applicant****1.1 What is your status?**

Corporate body  
Please go to section 1.2.

Partnership  
Please go to section 1.6.

Individual or sole trader  
Please go to section 1.9.

**1.2 Corporate bodies**

Please give the following information:

Full company name

\_\_\_\_\_

Former company name (if any)

\_\_\_\_\_

**1.3 Business address**

Postcode

\_\_\_\_\_

Contact numbers, please include the area code

Phone

\_\_\_\_\_

Email

\_\_\_\_\_

Company registration number

\_\_\_\_\_

VAT registration number

\_\_\_\_\_

#### 1.4 Registered office

Full address of registered office if different from 1.3

Postcode

Contact numbers, please include the area code

Phone

Email

#### 1.5 Please supply a copy of your company registration document

Document attached

#### 1.6 Partnerships

Please give the following details:

Trading or business name of partnership (if there is one)

Business address

Postcode

Contact numbers, please include the area code

Phone

Email

#### 1.7 Please give the following details for each partner

Partner 1

Title

First name

Last name

Partner 2

Title

First name

Last name

Partner 3

Title

First name

Last name

Please continue on a separate sheet if you have more than three partners.

#### 1.8 Please supply evidence of partnership

For example a deed of partnership

Document attached

#### 1.9 Individual or sole trader

Please give the applicant's details

Title

First name

Last name

Position

Trading or business name

\_\_\_\_\_

Business address or principal place of business

\_\_\_\_\_

Postcode

\_\_\_\_\_

Contact numbers, please include the area code

Phone

\_\_\_\_\_

Email

\_\_\_\_\_

### 1.10 Service of notices

Notices will be served on the companies registered office address, if you wish it to be sent to a different address that is not your registered office please include below.

\_\_\_\_\_

Postcode

\_\_\_\_\_

## 2 Contact details

### 2.1 Please give the details of someone we can contact with questions about this application

Name

Title

\_\_\_\_\_

First name

\_\_\_\_\_

Last name

\_\_\_\_\_

Position

\_\_\_\_\_

If you have already provided the address and contact details, indicate which section they are provided in

1.3      1.4      1.6      1.9

Address

\_\_\_\_\_

Postcode

\_\_\_\_\_

Contact numbers, please include the area code

Phone

\_\_\_\_\_

Email

\_\_\_\_\_

## 3 Site covered by this approval

### 3.1 Please give the site name, address and contact details for the site covered by this approval

Site name

\_\_\_\_\_

If your site has been approved previously please enter your AATF approval number

\_\_\_\_\_

Contact name

Title

\_\_\_\_\_

First name

\_\_\_\_\_

Last name

\_\_\_\_\_

Address

\_\_\_\_\_

Postcode

\_\_\_\_\_

Contact numbers, please include the area code

Phone

\_\_\_\_\_

Email

\_\_\_\_\_

## 4 Other approvals

### 4.1 Have you applied or do you intend to apply to be an approved exporter of waste electrical and electronic equipment?

No

Yes

### 4.2 Are you registered as a designated collection facility (DCF)?

No

Yes, a local authority DCF

Yes, a private DCF

## Part B

## 5 Environmental registrations and data management

We need to know about any environmental permits, waste management licences, or registered exemptions you hold for this site. You must answer each question in this section. If you answer 'No' to questions 5.2, 5.3 and 5.4 it is unlikely that we will be able to progress your application.

### Waste carriers and brokers

If you buy or sell waste you must be registered as a waste broker. You may also need to register as a waste carrier if you transport other people's waste.

### 5.1 Are you registered as a waste carrier or broker, or both?

No

Yes Please provide details

Registration number

\_\_\_\_\_

Waste carrier and/or broker

\_\_\_\_\_

## Environmental Permit

### 5.2 Is this site covered by a current Environmental Permit?

As issued under The Environmental Permitting (England and Wales) Regulations 2016 or the Waste Electrical and Electronic Equipment (Waste Management Licensing) (Northern Ireland) regulations 2006 or the Pollution Prevention and Control (Scotland) Regulations 2012.

No

Yes Please provide details

Permit reference number and any modification reference numbers

\_\_\_\_\_

Date issued (DD/MM/YYYY)

\_\_\_\_\_

### 5.3 Is this site covered by a registered exemption?

No

Yes

Give the number or reference for the exemption under The Environmental Permitting (England and Wales) Regulations 2016 or Waste Electrical and Electronic Equipment (Waste Management Licensing) (Northern Ireland) regulations 2006 or the Waste Management Licensing (Scotland) Regulations 2011, which applies.

\_\_\_\_\_

Date issued (DD/MM/YYYY)

\_\_\_\_\_

### 5.4 Is this site covered by an Environmental Permit for a 'Part A Process' or a Part A1 activity?

No

Yes Please give details

Reference number and any modification reference numbers

\_\_\_\_\_

Date issued (DD/MM/YYYY)

\_\_\_\_\_

Issuing office

\_\_\_\_\_

### 5.5 Is your site currently operational and receiving WEEE?

No

Yes

## 6 About the WEEE

### 6.1 Do you intend to issue evidence on any of the WEEE you receive?

No

Yes

### 6.2 Please tell us about the WEEE you will be receiving on site

Will you be treating

WEEE from private households (B2C)

WEEE from other than private households (B2B)

### 6.3 Please tell us which categories of WEEE you will be receiving and of this, which WEEE you will be treating.

Please tick all that apply

**Receive Treat**

1. large household appliances
2. small household appliances
3. IT and telecommunications equipment
4. consumer equipment
5. lighting equipment
6. electrical and electronic tools (except large scale stationary industrial tools)
7. toys, leisure and sports equipment
8. medical devices (except implanted and infected products)
9. monitoring and control equipment
10. automatic dispensers
11. display equipment
12. appliances containing refrigerants
13. gas discharge lamps and light-emitting diode (LED) light sources
14. PV panels (solar panels)
15. Vapes and Electronic Cigarettes

### 6.4 Please tell us the sources of the obligated and non-obligated WEEE you receive

Local authority DCF

Private DCF

AATF

Distributor takeback

Door-to-door collections

Housing associations

Educational establishments

Other

Please list

### 6.5 Please tell us which producer compliance schemes you are working with to source WEEE.

Name of scheme

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Please continue on a separate sheet if necessary.

## 7 About your process

Completing the best practice templates fully means your application should contain all of the information needed to help your application to be assessed quicker.

### 7.1 Will you be carrying out refurbishment for reuse of whole items at this site?

No

Yes

If you will be carrying out refurbishment you must provide a full written procedure which includes:

- how you identify WEEE suitable for reuse
- a description of the visual testing, POPs assessment, electrical safety testing, and functionality testing procedures
- evidence that there is a valid market for the reused EEE
- details of what happens to items that fail your reuse process.

If you intend to refurbish a range of items you must demonstrate the above for each item.

### 7.2 Flow diagram

Please supply a flow diagram showing the throughput of WEEE on your site and the types of activities carried out. Please also include details of the recovery and recycling activities carried out on WEEE that leaves your site.

### 7.3 Sampling and inspection plan

Applicants for AATF approval must include a sampling and inspection plan with the completed application e-form. Your regulator can provide you with best practice templates to assist you. In the plan you must provide us with details of how you determine:

- the weight of the WEEE that arrives at your site
- that the WEEE you receive has arisen in the UK
- the source of the WEEE

- whether the WEEE you receive is obligated or non-obligated (you cannot issue evidence notes on non-obligated WEEE)
- the correct category for the WEEE you receive – see Schedule 1 of the Regulations
- whether the WEEE you receive is household (B2C) or non-household (B2B)
- the quantity in tonnes and category of any WEEE which is reused, either at your site or any other site(s) – if you issue reuse evidence on their behalf.

Confirm if you are using the following:

- LDA Protocol
- SMW Protocol
- Site Specific Protocol
- Reuse Network Product Weight Protocol
- Light iron Protocol.

You must also include the following related information with your application:

- You must refer to any local (site-based) or nationally agreed protocols you use and you must describe the audit systems you use to ensure that evidence notes are issued correctly
- If you are accepting WEEE that is self-clearing from an LA DCF you will need to tell us which LA DCFs it is, and the collection streams that you will be accepting from it
- You must provide information on how you, or the downstream sites you send WEEE to, are able to achieve the recovery and recycling targets set out in the WEEE Regulations
- Provide details on how you are able to avoid double-counting of WEEE; i.e. that evidence is not issued on the same WEEE twice
- Confirm whether any WEEE is sent for energy recovery.

## Part C

### 8 Checklist

I enclose: Evidence of fee payment (check with relevant regulator for fees)

I enclose:

evidence of company registration, Section 1.5

evidence of formal partnership, Section 1.8

flow diagram, Section 7.2

sampling and inspection plan, Section 7.3

How many continuation sheets are you attaching to this form in total?

The application will not be accepted for consideration unless all the required information has been submitted.

### 8.1 Previous convictions

As an operator of an AATF or approved exporter have you ever been convicted of an offence under the Waste Electrical and Electronic Equipment Regulations, 2006 as amended, or the Waste Electrical and Electronic Equipment Regulations 2013 as amended.

No

Yes Please provide further information about your conviction and what remedial steps you have taken to ensure this does not happen in the future.

## 9 Privacy notice

### How we use your personal information

The Environment Agency (EA), Scottish Environment Protection Agency (SEPA), Northern Ireland Environment Agency (NIEA) and Natural Resources Wales (NRW) (known as 'regulators') are responsible for determining applications for approval as an approved authorised treatment facility (AATF) and as an approved exporter (AE) for waste electrical and electronic equipment (WEEE).

The regulator that you send your application to is the data controller for your personal data. A data controller determines how and why personal data (personal information) is processed. Each regulator has their own policy explaining your rights and how they deal with your personal information. Please see the relevant link below depending on the regulator you are sending your application to. If you can't access the links, please use the contact details at the end of this form.

### The Environment Agency

Personal information charter ([www.gov.uk/government/organisations/environment-agency/about/personal-information-charter](http://www.gov.uk/government/organisations/environment-agency/about/personal-information-charter)).

You can access the charter using the link or go to gov.uk and search 'Environment Agency personal information charter'.

## SEPA

Privacy policy ([www.sepa.org.uk/help/privacy-policy/](http://www.sepa.org.uk/help/privacy-policy/))

## NIEA

Data protection policy statement ([www.daera-ni.gov.uk/publications/daera-data-protection-policy-statement](http://www.daera-ni.gov.uk/publications/daera-data-protection-policy-statement))

## Natural Resources Wales

Data protection policy  
(<https://naturalresources.wales/footer-links/privacy-notice/?lang=en>)

The following privacy notice information applies for all of the regulators, no matter which you send your application to.

### The personal data we need

The personal data we collect includes:

- full name
- contact details

We are allowed to process your personal data because we have official authority as the environmental regulator. The lawful basis for processing your personal data is to perform a task in the public interest that is set out in law.

We need the information requested in order to process your application. Depending on method of payment we will process any personal data provided for this reason solely to take payment, this data will not be stored. If you don't provide the information requested then we can't determine your application.

### What we do with your personal data

We process your personal data to:

- take payment and determine your application
- make sure you keep to the conditions of the licence, permit or registration
- publish a list of who is approved (public register)

If your application for approval is successful the following information will be added to that list:

- name and address of the AATF/AE
- name and address of the operator of the AATF/AE

Any information in your application may be disclosed in response to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the data protection laws allow). If you consider that any information you provide in connection with your application should be treated as commercially confidential, please let us know. You should be aware that we may be required by freedom of information laws to disclose information even where the applicant requests that it is kept confidential.

We use your email address to contact you with relevant information about your application.

We put all the information in your application on a public register unless the information is confidential.

We do not use your data to make an automated decision or for automated profiling.

We will not share or disclose your personal data to any other party outside the Environment Agency without your explicit consent, unless lawfully able to do so.

### How long we keep your personal data

We will keep your personal data for 6 years from the approval date in line with our standard information retention policy.

### Where your personal data is processed and stored

We store and process your personal data on our servers in the UK. We will not transfer your personal data outside the European Economic Area.

### Contact details

A Data Protection Officer (DPO) is responsible for independent advice and monitoring of the regulators' use of personal information.

If you have any concerns or queries about how your personal data is processed, or if you would like to make a complaint or request relating to data protection, please contact the relevant DPO below depending on which regulator you apply to:

#### The Environment Agency

Data Protection Officer  
Environment Agency  
Horizon House  
Deanery Road  
Bristol  
BS1 5AH

Email: [dataprotection@environment-agency.gov.uk](mailto:dataprotection@environment-agency.gov.uk)

#### SEPA

Information Governance Unit  
Scottish Environment Protection Agency  
Strathallan House  
Castle Business Park  
Stirling  
FK9 4TZ

Email: [dataprotection@sepa.org.uk](mailto:dataprotection@sepa.org.uk)

#### NIEA

Data Protection Officer  
Department of Agriculture, Environment and Rural Affairs  
Jubilee House,  
111 Ballykelly Road,  
Ballykelly,  
Limavady,  
BT49 9HP

Email: [dataprotectionofficer@daera-ni.gov.uk](mailto:dataprotectionofficer@daera-ni.gov.uk)

Phone: 0300 200 7850

#### Natural Resources Wales

Data Protection Officer  
Welsh Government Offices  
Cathays Park  
King Edward VII Avenue  
Cardiff  
CF10 3NQ

Email: [dataprotection@cyfoethnaturiolcymru.gov.uk](mailto:dataprotection@cyfoethnaturiolcymru.gov.uk)

The Information Commissioner's Office (ICO) is the supervisory authority for data protection legislation. The ICO website has a full list of your rights under data protection



legislation. You can access this at the following link:

<https://ico.org.uk/your-data-matters>

You have the right to lodge a complaint with the ICO at any time.

Should you wish to exercise that right full details are available

at: <https://ico.org.uk/make-a-complaint>

## 10 Declaration

I declare that the information in this application is true to the best of my knowledge and belief. I understand that this application may be refused or approval withdrawn if I give false or incomplete information

I declare that I have read and understood the conditions of approval as set out in Schedule 11 of the regulations and that I will comply with these conditions

If you deliberately make a statement that is false or misleading in order to obtain approval you may be liable to prosecution.

Signature

---

Name

Title

---

First name

---

Last name

---

Position

---

Date (DD/MM/YYYY)

---

## 11 What happens next

After you fill in the form, please read through it again and make sure you have:

- answered all the questions
- included all the documents you need to send us
- included the correct fee
- signed the declaration

Your application may be returned or refused if the application is incomplete.